



Applications are invited from suitably qualified candidates for the following position

Administration Assistant - Grade II
School of Nursing, Psychotherapy & Community Health
Permanent

Dublin City University:

Dublin City University www.dcu.ie is a young, ambitious, and vibrant University, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education. DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

Faculty of Science and Health:

The Faculty of Science and Health at DCU comprises the Schools of Biotechnology, Chemical Sciences, Health and Human Performance, Psychology, Mathematical Sciences, Physical Sciences, and Nursing, Psychotherapy & Community Health, together with three National Research Centres and a number of large scale research programmes. The administrative infrastructure which supports the Faculty structure and activity is the remit of the Faculty Administration Office.

Role Profile:

The post holder will be required to provide professional and comprehensive administrative support for the School's academic staff and related activities. The individual will initially be allocated to work in the School of Nursing, Psychotherapy & Community Health, reporting to the Head of School or their nominee but may be allocated to work in another area within the Faculty of Science and Health.

Duties and Responsibilities:

Please refer to the job description for a list of duties and responsibilities associated with this role.

Qualifications and Experience

The ideal candidate will have:

- Excellent organisational skills
- A demonstrated ability in the use of various IT systems and packages.
- Good verbal, written and interpersonal skills.
- Be capable of undertaking duties requiring initiative.
- Be capable of working effectively as part of a team and on their own initiative, while exercising a high level of judgement, confidentiality and discretion.
- Ability to work under pressure and to tight deadlines.

Essential Training:

The post holder will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

Salary Scale:

Secretary Grade II - € 28,166 - €34,813

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy.

Closing date: Friday 8th October

For more information on DCU and benefits, please visit [Why work at DCU?](#)

Informal Enquiries in relation to this role should be directed to:

Dr Mary Rose Sweeney, Head of School of Nursing, Psychotherapy and Community Health, Dublin City University, Dublin 9.

Tel: +353 (0)1 700 8957

E-mail: maryrose.sweeney@dcu.ie

Please do not send applications to this email address, instead apply as described below.

Application Procedure:

Application forms are available from the DCU Current Vacancies website at <https://www.dcu.ie/hr/vacancies-current-vacancies-external-applicants> (external applicants)

Applications should be submitted by e-mail with your completed application form to hr.applications@dcu.ie

**Please clearly state the role that you are applying for in your application and email subject line:
Job Ref #BC210617 Administration Assistant Grade II**

Dublin City University is an equal opportunities employer.

In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes.

The University's Athena SWAN Bronze Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the [DCU Policy Starter Packs](#)